

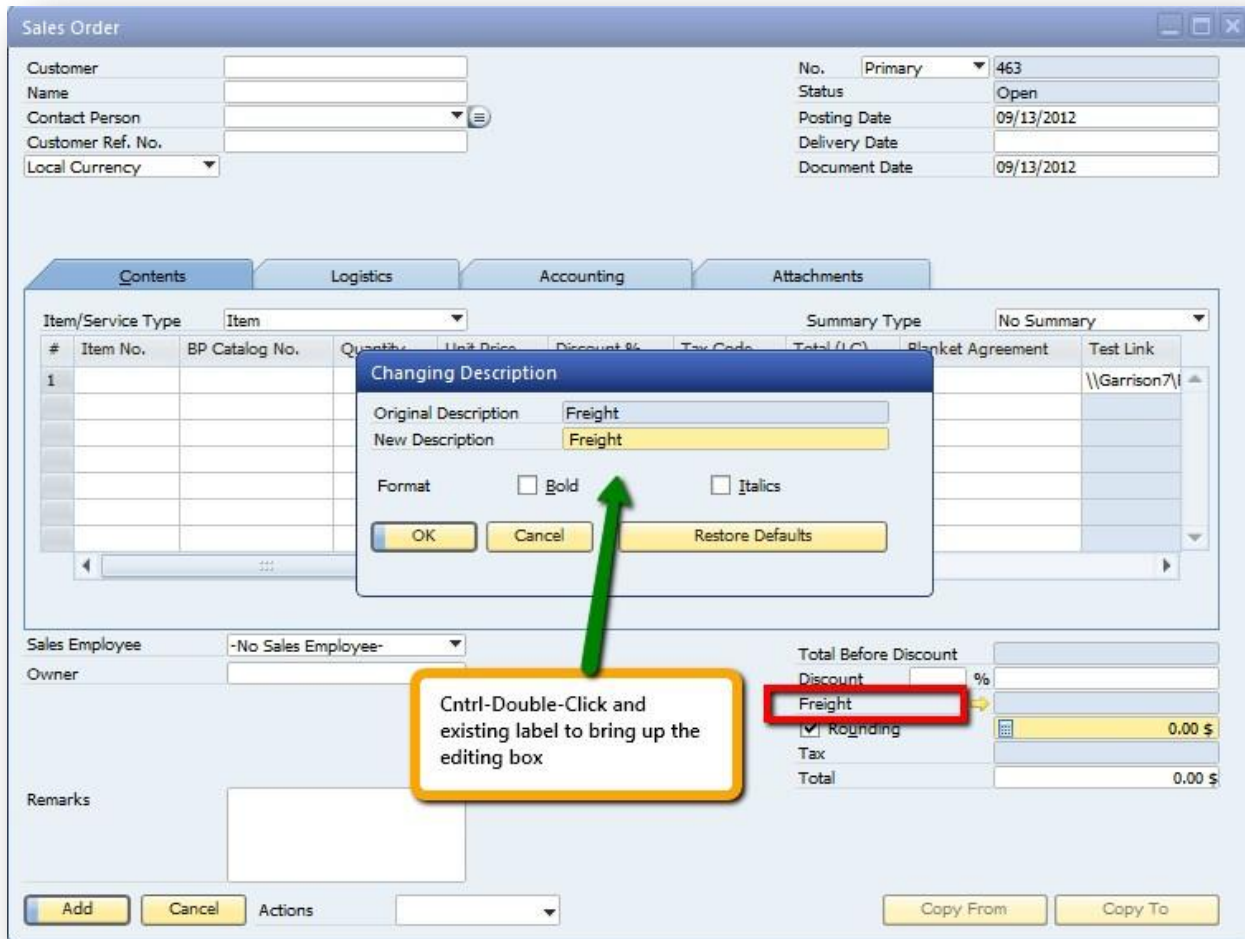
Changing Field Labels in SAP Business One

SAP Business One provides your company with complete visibility across your business' processes. Nonetheless, if you have ever wished that you could change the way certain fields are labeled to make access to this information easier to locate or stand out to the user, there is a simple method to do both:

Here's how it works

In the example below, the user wishes to modify the **Freight** label found on the Sales Order screen, changing it to **Shipping & Handling** and making it bold. This useful shortcut can also be used to restore label defaults.

Note: This is a global change and the new label will be visible to all users once they refresh their screen.



The screenshot shows the SAP Business One Sales Order interface. A dialog box titled "Changing Description" is open, allowing the user to modify the label for a specific item. The "Original Description" is "Freight" and the "New Description" is also "Freight". The "Format" section has checkboxes for "Bold" and "Italics". A green arrow points to the "New Description" field. A yellow callout box with a red border contains the text "Ctrl-Double-Click and existing label to bring up the editing box". The "Freight" label in the summary table is highlighted with a red box.

#	Item No.	BP Catalog No.	Quantity	Unit Price	Discount %	Tax Code	Total (LC)	Blanket Agreement	Test Link
1									\\Garrison7\...

Summary Table:

Total Before Discount	
Discount	%
Freight	
<input checked="" type="checkbox"/> Rounding	0.00 \$
Tax	
Total	0.00 \$

Sales Order

Customer: [] Name: [] Contact Person: [] Customer Ref. No.: [] Local Currency: []

No. Primary 463
Status Open
Posting Date 09/13/2012
Delivery Date []
Document Date 09/13/2012

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Item/Service Type: Item Summary Type: No Summary

#	Item No.	BP Catalog No.	Quantity	Unit Price	Discount %	Tax Code	Total (LC)	Blanket Agreement	Test Link
1					0.000				\\Garrison7\

Sales Employee: -No Sales Employee-
Owner: []

Remarks: []

Total Before Discount []
Discount [] %
Shipping & Handling []
Tax []
Total 0.00 \$

Add Cancel Actions [] Copy From Copy To